



STUDY ABROAD & STUDENT EXCHANGE APPLICATION FORM

1. PERSONAL DETAILS (USE BLOCK LETTERS)

Title: Mr Mrs Ms Miss Other Gender: Male Female

Family Name*

First Name*

**As shown in passport, (if applicable).*

Former Family Name
(if applicable)

Date of Birth: d d m m y y y y

Have you previously made an application to undertake or been enrolled in a course at the Wollongong College Australia or University of Wollongong?

Yes

No

If YES, please give your student number

Citizenship

Country of Birth:

Current country of residence (if different from country of birth)

**Certified proof of citizenship or permanent residency will be required prior to enrolment.*

Are you applying as a Study Abroad or an Exchange student? Study Abroad Exchange

Are you applying through a program affiliate or an authorised Representative of the University? If YES, please put Representative's address under "Mailing address" below.

Mailing address

PO Box or Street Address

c/o IEC Online GmbH, Marienstrasse 19-20

Suburb/Town

Berlin

State/Province

Berlin

Postcode

10117

Country

Germany

Telephone

Country Code

+49

Area Code

(0)30

Number

20458687

Mobile

Facsimile

Country Code

+49

Area Code

(0)30

Number

20458688

Home address (if different from mailing address)

PO Box or Street Address

Suburb/Town

State/Province

Postcode

Country

Telephone

Country Code

Area Code

Number

Mobile

Facsimile

Country Code

Area Code

Number

Prior to enrolment correspondence will normally be sent to your email address, if applicable.

Email info@ieconline.de

Email

2. PROPOSED ENROLMENT

One semester OR Two Semesters Autumn Session (February) Spring Session (July)

AND/OR

Short Course January June/July

Year

3. CURRENT ENROLMENT

Which institution are you currently attending?

Major study?

Are you a: 1st Year 2nd Year 3rd Year 4th Year Other (please explain)

Year of expected graduation:

Cumulative GPA

Previous Semester GPA

Please supply an original copy of your academic transcript indicating subjects attempted, grades and awards achieved.

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4. ACADEMIC BACKGROUND*

QUALIFICATION/AWARD	SCHOOL/INSTITUTION	COUNTRY	DURATION	DATE COMPLETED

*Please include certified copies of results for qualifications listed. See section 13.

If you have not undertaken any university studies, have you completed an entrance examination for university (eg. SAT, ACT) Yes No

Name of exam

Result

If YES, complete the following details

Have you been excluded (not permitted to re-enrol in any year), or are you liable for exclusion, on academic or other grounds from any tertiary institution, faculty or course?

Yes No

If YES, please attach details on a separate sheet.

5. PLANNING AN ACADEMIC SEMESTER PROGRAM

To determine your academic program, please see: www.uow.edu.au/handbook > **SUBJECT DESCRIPTIONS**.

Students should only select subjects offered at the **Wollongong Campus** in the correct year and session of study. Subject timetable is released in November for the following calendar year.

Reminder: UOW Autumn: February to June UOW Spring: July to November

Special Admission Requirements

Submission of a study plan is required prior to arrival to receive individual academic approval. Study Plans must be received by:

- 30 November for studies undertaken in Autumn Session (February Intake)
- 01 May for studies undertaken in Spring Session (July Intake)

Please see: www.uow.edu.au/prospective/studyabroad and select Planning a Program of Study to review subject restrictions/closures.

*Students applying for short course programs are not required to select a program of study as this will be coordinated for you.

6. ENGLISH LANGUAGE PROFICIENCY

Is English your first language? Yes No If your first language is not English, please continue

I have completed at least one of the following within the last two years (documentary evidence, including original copies of results, must be attached)

A certificate of English proficiency obtained in the last two years (eg IELTS or TOEFL)

IELTS (ACADEMIC)	Year	Overall score	Reading	Writing	Listening	Speaking
	Year	Computer test score	Essay rating	Paper test score	TWE Score	
TOEFL	Year	Overall score	Reading	Writing	Listening	Speaking
TOEFL Internet based	Name of test				Year	Score
OTHER	Country				Duration (years)	

Secondary or tertiary studies in another country where English is the official language

For full information regarding UOW's English language requirements, including qualifications conducted in English, please visit: www.uow.edu.au/prospective/international/english

If you do not meet UOW's English requirements are you interested in studying English in the Wollongong College Australia? Yes No

If yes, visit the WCA website at www.wca.uow.edu.au for information on the programs available.

7. APPLICANTS WITH SPECIAL NEEDS

Do you have special academic needs which the University of Wollongong should be aware of during your time at Wollongong? No Yes

If yes, please specify hearing vision mobility learning medical

other, please specify

Please attach supportive documentation to ensure UOW can meet your requirements.

8. ARRIVAL INFORMATION

Applications for Accommodation must be made online at: www.uow.edu.au/about/accommodation

A complimentary airport pick-up service is available for all first time international students. Applications must be made online at: www.uow.edu.au/about/accommodation

9. CERTIFICATION OF DOCUMENTS

Certified copies of academic marksheets, transcripts and evidence of course completion must be provided with application. Details of required acceptable certification authorities for international students can be found at: www.uow.edu.au/prospective/international/applying/UOW005149.html

If you are in Australia, photocopies of documents can be certified by a Justice of the Peace, police officer, post office manager or person holding a similar professional position. The above website provides further examples of acceptable authorities. The person certifying the document must: print their name, contact number, occupation and date verified; write "This appears to be a true copy of the original document sighted by me"; affix an official organisation stamp if available; and sign each copy. Please note that any documents sent with your application cannot be returned.

10. OTHER IMPORTANT INFORMATION FOR APPLICANTS

- 1. Privacy and Disclosure Statement, Commonwealth Informed Consent Statement.** Visit: www.uow.edu.au/prospective/international/applying/UOW005150.html
- 2. Change of Name.** If you have changed your name since undertaking matriculation or tertiary level examinations, or if any of your documents show a name which is different from the one that you have used on this application form, then you must present certified documentary evidence of the change (marriage certificate, deed poll, statutory declaration).
- 3. Tuition Fees.** Visit www.uow.edu.au/prospective/studyabroad/costs. Study Abroad students pay a standard fee irrespective of the number of credit points taken at UOW.
- 4. Declaration and signature.** This application form must be signed by the applicant.

11. CHECK LIST

Have you:

- Answered all questions from sections 1 through to 14?
- Made a copy of this application for your records?
- Supplied a portfolio? (Creative Arts students only)
- Read and signed the declaration?
- Supplied English language proficiency score sheets?
- Enclosed certified copies of academic transcripts, including certified translations, if necessary?
- Attached a passport sized photograph?

PASTE PASSPORT
SIZED PHOTOGRAPH
HERE

12. DECLARATION AND SIGNATURE

PRIVACY AND DISCLOSURE

- I declare that all the information I have given in this application is true and correct.
- I declare that the signature on this form is my signature, and has not been signed on my behalf by another person, including my agent, home institution or sponsor.
- I agree to tell University of Wollongong (UOW)/Wollongong College Australia immediately if there is any change to the information I have given in this application.
- I understand UOW may vary or reverse any decision made on the basis of incorrect or incomplete information which I or my agent/home institution may have provided.
- I declare that I have not been excluded or subject to disciplinary action at any tertiary institution.
- I understand that UOW may obtain official records from any educational institution I have previously attended.
- I authorise any institution or organisation named on any document provided as evidence of my qualifications or work experience OR which are named in section 3, 4 or 5 of my application, to release to UOW any personal information which they may hold about me for the purpose of verification of my supporting documents.
- I authorise the UOW to release any personal information they may hold about me to any other educational institution which is seeking to verify my student conduct or academic record for the purpose of determining my eligibility for admission to, or enrolment at, that institution.
- I understand that any information provided to the University may be made available to Australian Commonwealth and state government departments and agencies, pursuant to UOW's obligations under Australian or state law, including the ESOS Act 2000 and the National Code. This information may also be made available to any company or organisation in which the UOW arranges a private or public work placement or practicum. This information includes, but is not limited to, changes to my enrolment and any breach of a student visa condition relating to attendance or satisfactory academic performance.
- I understand and accept the terms and conditions in the UOW Privacy and General Consent and Disclosure Statement and the Commonwealth Informed Consent Statement which can be viewed at www.uow.edu.au/prospective/international/applying/UOW005150.html
- By nominating an agent or home institution, as listed in the "contact address for correspondence", to represent me in my application to the University, I agree to the release of all information relating to my application and subsequent enrolment at the University to my nominated agent or home institution, including any disciplinary action taken against me by the University
- If the payment for my course is made by a sponsor (a third party paying my tuition fees or nominated by me as my sponsor), I agree to the release of all information to my sponsor regarding my application and subsequent enrolment including my subject results, progress reports, and enrolment details (including contact details).

TRANSFER FROM ANOTHER EDUCATION INSTITUTION IN AUSTRALIA

- I agree to advise UOW of any studies that I am undertaking or will undertake at any period with another provider which coincides with a period of study I am applying to undertake or undertake at UOW. I understand that should I have obligations to another provider UOW is unable to offer me enrolment. I understand that I must present any documents requested by UOW to confirm my status.

CANCELLATION AND REFUNDS

- I have read and understand the UOW's Cancellations and Refund Policy at www.uow.edu.au/about/policy/FeesPolicy.pdf

VISA OBLIGATIONS

- As the holder of a student visa, I understand and agree to abide by the requirements of the student visa, including, but not limited to the following:
 - I understand that if I have a school-aged dependant, I will be required to pay full fees if enrolled in either a government or non-government school
 - I must enrol in a study pattern that allows me to complete my course within the course duration set on my Confirmation of Enrolment (COE)
 - I agree to advise UOW on arrival of my address and telephone number in Australia and of any change in my contact details
- If I am not the holder of a student visa, I understand that it is my responsibility to ensure that the visa I hold permits me to undertake the program of study in which I enrol at UOW.

WHILE YOU ARE ENROLLED AT THE UNIVERSITY

- I agree to be bound by all the Rules and Regulations and any relevant policies of UOW.
- I understand that I am fully responsible for my education and living expenses while studying at UOW.

APPLICABLE LAW

- I understand that these terms are governed by the laws of New South Wales and I agree to submit to the non-exclusive jurisdiction of the courts of New South Wales.
- CONSENT:** I hereby undertake to abide by the University of Wollongong Act 1989 and with the By Laws and Rules of the University. I understand that UOW may have a need to verify the information I have supplied and thus it may exchange data with other institutions for this purpose. I further understand that UOW deals with regulatory bodies and also includes a number of separate entities, any of which may be granted all or part of this information to assist students in their work at UOW.

WARNING: It is an offence to submit fraudulent documentation in support of a Course Application. Where fraudulent documents are detected the application will be rejected; any offer of enrolment will be withdrawn; and the matter may be reported to ICAC, the Police; and DIAC.

Applicant's signature

Date

Unsigned applications will not be processed. Applications must be signed by the applicant personally. A third party must not sign on the applicant's behalf.

The University of Wollongong attempts to ensure that the information contained in this form is correct at the time of production (October 2008). However sections may be amended without notice by the University in response to changing circumstances or for any other reason. Applicants should check with the University at the time of application/enrolment whether any later information is available. Wollongong College Australia is a registered business name of ITC Education Limited ABN 14 105 312 329. CRICOS No. 02723D. University of Wollongong CRICOS: 00102E

Office use only

Family name

Given name

Student number

Student number

A

13. SUPPORTING STATEMENT

This section of the form should be completed by the Foreign Study Adviser or an Academic Adviser at your home school.

Student name:

1. Is the student in good academic standing? Yes No

If no, please explain

2. Has the student obtained the necessary approval from your institution to study abroad? Yes No

If no, please explain

3. Will the credit earned by the student in this program be accepted towards the degree by your institution?

Yes, provided the student passes each course with a grade of _____ or better.

Yes, on the following condition _____

No

Name of adviser

Email

Approval signature

Date

14. ACADEMIC TRANSCRIPT INFORMATION

At the completion of the student's studies at the University of Wollongong, please forward an official academic transcript to the following person:

Name

Position

PO Box or Street Address

Telephone Country Code Area Code Number

Suburb/Town

State/Province

Facsimile Country Code Area Code Number

Country

Postcode

Email

RETURN APPLICATION TO:

Study Abroad & Exchange Office
Student Central
Ground Floor, Building 17
University of Wollongong
NSW 2522 AUSTRALIA

OR
submit to a UOW representative
in your country

FURTHER ENQUIRIES

Within Australia
Telephone (02) 4221 3170
Facsimile (02) 4221 3499
Email studyabroad@uow.edu.au
Web www.uow.edu.au

International
Telephone +61 2 4221 3170
Facsimile +61 2 4221 3499
Email studyabroad@uow.edu.au
Web www.uow.edu.au

OFFICE USE ONLY

Academic unit to complete

Certified documents attached Yes No

Language requirements met Yes No

Test type _____ Score _____

Offer subject to:

Comments:

Course code

Cumulative GPA

Source code

Last session GPA

Home Uni code

Study plan

Disability

Sent to disability

Letter type

Assessment level

Offer sent

CoE sent

Length of enrolment: 1 session 2 sessions Short course

Start date year

Session Autumn Spring Summer January June

Approved/Not Approved

Date